

**FISCAL YEAR 2022**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**HOMELESS SERVICES**

**RFP#:** RPHS2022

**ISSUING OFFICE:** BALTIMORE COUNTY DEPARTMENT OF PLANNING  
JEFFERSON BUILDING  
105 WEST CHESAPEAKE AVENUE, SUITE 201  
TOWSON, MARYLAND 21204  
[www.baltimorecountymd.gov/agencies/planning/grants/grantapplication.html](http://www.baltimorecountymd.gov/agencies/planning/grants/grantapplication.html)

**DATE OF ISSUE:** DECEMBER 7, 2020

**PRE-PROPOSAL PUBLIC HEARING and  
PRE-PROPOSAL RFP REVIEW:** DECEMBER 17, 2020, 9:30 AM  
Virtual Meeting  
*Details posted on or about December 17<sup>th</sup>*

*Details to join the virtual meeting will be posted at the aforementioned webpage on or about December 14, 2020.*

Reasonable accommodations for individuals with disabilities will be provided upon request.  
Notice prior to the event is requested so that appropriate arrangements can be made.

**PROPOSAL DUE DATE AND TIME:** FEBRUARY 2, 2021, 2:00 P.M.

**CONTACT FOR QUESTIONS REGARDING INSTRUCTIONS:**

KIRA JEANNETTA, Acting Grants Administrator  
PHONE: (410) 887-2572  
FACSIMILE: (410) 887-5696  
E-MAIL: [kjeannetta@baltimorecountymd.gov](mailto:kjeannetta@baltimorecountymd.gov)

UPON REQUEST, THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT FOR PERSONS WITH DISABILITIES.

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### I. BACKGROUND

The Baltimore County Department of Planning (DP) implements programs and projects that strengthen existing communities, improve housing opportunities, revitalize older commercial centers, and preserve rural resources. DP formulates policies, plans and regulations to guide the County's growth and development for future generations. The Department works to preserve, stabilize and enhance the County's urban communities through cooperative public-private programs that target neighborhood concerns and offer community-based solutions to the challenges older, established communities face.

Baltimore County, through the Department of Planning, receives Community Development Block Grant (CDBG), Home Partnerships Investment Act (HOME) and Emergency Solutions Grant (ESG) funding from the United States Department of Housing and Urban Development (HUD). This federal funding is based on a formula that considers census data on population, income, housing and other pertinent demographic and economic characteristics of local jurisdictions. HUD awards these entitlement funds pursuant to the submission of an acceptable consolidated strategic plan. The consolidated plan describes the needs, gaps, priorities and proposed activities that a jurisdiction will undertake with its HUD funds and directs how the funds will be used to meet the identified needs. Other funds can and

will be used in conjunction with the entitlement funds to ensure adequate resources to fund the type of activities identified in the consolidated plan.

Fiscal Year 2022 RFP marks the second year of the County's Fiscal Year (FY) 2021-2025 Consolidated Plan (this corresponds with Federal Fiscal Years 2020- 2024) and continues the County's commitment to promote a suitable living environment, decent housing and economic opportunities for all its citizens. CDBG funds must be used to carry out one of the national objectives identified by HUD and show benefit to low and moderate-income individuals, households and communities or aid in the prevention or elimination of slums or blight. See 24 CFR 570.208. The funds may also be used to meet other community development needs where existing conditions pose a serious and immediate threat to the health and welfare of a community and other financial resources are not available to meet those needs. All projects funded under the CDBG program must meet HUD's environmental review requirements.

In accordance with federal requirements, Baltimore County, through an extensive public consultation process, will identify priority need areas and will develop a Consolidated Plan for County Fiscal Years 2021-2025 (for Federal Fiscal Years 2020-2024), including an Annual Action Plan for FY2022. The document will be a five-year strategic plan that proposes how the County will use HUD funds to support the statutory purposes of the CDBG, HOME, and ESG programs to create decent housing, expand economic opportunity and ensure a suitable living environment for low- to moderate-income persons and communities. The plan will, also, describe how the County will use and leverage other local, state and federal resources to support our housing and community development strategy.

In addition, as part of Baltimore County's Continuum of Care (CoC) funding from HUD, members of the Baltimore County CoC (which operates under the name "Homeless Roundtable") participate in the determination of local ESG funding decisions and assist in the development of performance standards and the evaluation of ESG-funded outcomes. Although CoC funds are not part of this RFP, Baltimore County encourages all citizens interested in the work of the CoC to contact a staff person with the Baltimore County Department of Planning for more information. Projects that support the work of the CoC, but are not funded by the CoC, may be considered as part of the Homeless Services RFP.

## II. PURPOSE/SCOPE OF SERVICES

The purpose of this Request for Proposals (RFP) is to solicit applications for funding for projects that support services to persons who are homeless and those at-risk of becoming homeless. Applications should be focused on projects that address short-term emergency needs; provide long-term, permanent solutions to homelessness; and employ creative strategies to prevent and decrease homelessness.

To be eligible for CDBG funds for homeless services, the service proposed must be a new service or a quantifiable increase in the existing level of service provided by or on behalf of the government in the 12 months prior to the submission of the annual plan. See 24 CFR 570.201(e). To be eligible for ESG funds, the project, or the County, must provide a match according to applicable regulations. See 24 CFR 576.

Applications should clearly describe and demonstrate the following:

1. The service to be provided and, if applicable, what new or increased service is proposed for the new grant term.

2. Goals and performance measures set for the new grant term. Include specific measures for required reporting categories: Sources of leverage; Numbers assisted (persons, households, units, beds); Income range data broken down into extremely low, low and moderate income; Racial /ethnic/disability data.
3. How the project proposes to serve the needs of the targeted community. A scope of work for the project is to be included.
4. The organizational structure and staffing of the project to be funded as well as the parent organization, if applicable. In the case of those previously funded, please explain what changes, if any, are anticipated from prior years. This requirement does not supplant the required explanation of the organizational structure and staffing.
5. What awarded funds will pay for and how awarded funds will fit into the budget of the entire organization.
6. How awarded funds for this grant term will be leveraged to maintain or expand services.
7. How new and increased planning and collaboration will enhance provision of services.

### III. EVALUATION OF PROPOSALS

- A. The County seeks applications for projects principally serving extremely low, very-low and low income persons and communities. In evaluating applications for funding, the County will give preference to projects that address at least one of the following stated priorities:
  1. Operating funds for existing and new transitional and emergency shelter programs.
  2. Rapid rehousing programs that quickly move people from homelessness to rehousing.
  3. Shelter diversion programs that create alternatives to emergency shelter placement.
  4. Eviction prevention programs that preserve people's housing and provide for basic needs.
  5. Supportive services for permanent supportive housing programs throughout Baltimore County – services to include case management, mental health counseling and support, transportation, workforce development and placement, coordination of mainstream resources including participation of SOAR (SSI/SSDI Outreach Access and Recovery).
  6. Outreach to chronically homeless with intensive case management.
  7. Workforce development programs for homeless individuals and persons at-risk of homelessness to include job readiness, job search and job placement services.
  8. Nursing services for convalescent care programs for homeless individuals residing in homeless shelters.
  9. Food Bank type services.
- B. The County will also look favorably upon those projects which:

1. Represent a cooperative effort between the applicant, the community and other private or public partners;
  2. Provide documentation of the applicant's plan for sustaining the project in the future;
  3. Incorporate performance measurement indicators and outcomes into the goals of their project; and
  4. Leverage other resources for support.
- C. Applicants should consider the HUD income guidelines appearing below to determine income eligibility for those likely participants in the proposed project. Project participants must not have incomes above the limits below to be qualified as income eligible. **It should be noted, however, that the income guidelines may be adjusted prior to or during the grant term.**

<b>CDBG INCOME LIMITS</b> (HUD effective date 4/1/2020) For use in County FY2021 and until further notice CFY2021/FFY2020 CDBG Program Income Limits Source:: <a href="http://www.huduser.org/portal/datasets/il.html">http://www.huduser.org/portal/datasets/il.html</a>									
BALTIMORE COUNTY MEDIAN AREA INCOME  \$104,000	Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
	Extremely Low Income Limits (\$)	\$21,850	\$25,000	\$28,100	\$31,200	\$33,700	\$36,200	\$39,640	\$44,120
	Low (50%) Income Limits (\$)	\$36,400	\$41,600	\$46,800	\$52,000	\$56,200	\$60,350	\$64,500	\$68,650
	Moderate (80%) Income Limits (\$)	\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350	\$103,650

It should also be noted that abused children, battered spouses, severely disabled adults,\* homeless persons, illiterate adults, persons with AIDS, migrant farm workers as well as the elderly are presumed beneficiaries, as it is assumed that, in general, this population is of low to moderate income. (\*Children with disabilities are not presumed beneficiaries but may qualify based upon the collective income of the child's household.)

Proposed projects must anticipate providing direct benefit to citizens of Baltimore County. Projects that are selected as a result of this RFP will be included in the County's Fiscal Year 2022 Action Plan that is submitted to HUD in support of the County's Consolidated Plan.

Projects awarded pursuant to this RFP, along with the projects awarded in FY2022 for the companion RFPs for Public Services and Capital Improvements, will constitute the Annual Action Plan for housing and community development activities. Also included in the Annual Action Plan will be the previously awarded contracts for Housing Services and Fair Housing Services. Together, these activities will be designed to implement the County's Consolidated Plan for County Fiscal Years 2021-2025. The County's Annual Action Plan will be published on April 15, 2021, submitted to HUD on or about May 18, 2021, and will be effective July 1, 2021.

Successful grantees will be required to complete Annual Performance Reports to assist in the County's reporting to HUD on its yearly accomplishments. These accomplishments are reported to HUD in the Consolidated Annual Performance Evaluation Report in September each year.

#### IV. ELIGIBLE APPLICANTS

Applicant organizations must:

- A. Be public or incorporated nonprofit organizations with 501(c) 3 status and submit documentation that they meet the specific requirements for eligibility to receive funding as defined in Federal regulations at 24 CFR, Part 570, as amended for CDBG Program; and
- B. Be registered and in good standing with the Maryland Department of Assessments and Taxation.

Faith-based organizations *are* eligible to receive funding, but *may not* require participation in religious activities as a condition for receiving services.

#### V. TERM OF AGREEMENT

The term of any agreement that may result from this solicitation is expected to be for twelve (12) months, beginning July 1, 2021 and ending on June 30, 2022. Baltimore County reserves the right to extend the agreement for additional periods of sixty to ninety days under the same terms and conditions as stipulated in the original agreement.

#### VI. PRE-PROPOSAL PUBLIC HEARING

A pre-proposal public hearing will be held on Thursday, December 17, 2020 at 9:30 AM as a virtual event. Attendance at this hearing is strongly encouraged. The RFP will be available on or about December 7, 2020 on DP's website or by request.

([www.baltimorecountymd.gov/Agencies/planning/grants/grantapplication.html](http://www.baltimorecountymd.gov/Agencies/planning/grants/grantapplication.html))

Details on joining the public hearing and pre-proposal meeting will be published on the county website on December 14, 2020.

(<https://www.baltimorecountymd.gov/departments/planning/grants/index.html>)

#### VII. INSURANCE

Applicants selected for awards will be required to submit a certificate of insurance when they sign their grant agreement. The insurance certification should be submitted on an ACORD form provided by the insurance carrier indicating sufficient coverage for the period of the grant and must include Baltimore County, Maryland and its agents, employees, officers, directors, and appointed and elected officials as an additional insured. DP will not pay submitted fund requests until this requirement is met.

## VIII. OTHER CONDITIONS AND REQUIREMENTS

Baltimore County reserves the right to request information about the applicant and/or the applicant's proposed project in addition to that which is received and attached to any application that is received pursuant to this RFP.

Baltimore County maintains the right to reject or accept proposals, to fund or not fund, or reduce the amount of funding requested for an applicant's project.

All awards shall be subject to the availability of funds and the County's Grants Review Procedure which ultimately includes approval by the County Council. Because proposed awards are subject to the County's Grants Review Procedure, the selection of a project for inclusion in the County's Annual Action Plan shall not be construed as a binding commitment for funding.

In addition to those contingencies listed above, funding awards shall also be subject to:

- A. The written notification to the County of HUD's approval of the County's Annual Action Plan;
- B. The satisfaction of all requirements imposed on the applicant by HUD and the County; and
- C. The proper execution of a formal written agreement between the County and the applicant.

Any project that is selected and funded as a result of this RFP shall be governed by federal, state and local laws, rules, regulations and codes. The applicant will note particularly all applicable HUD rules and regulations, including those that govern the CDBG Program, found at 24 CFR, Parts 58, 84, 91, 92, 570, as amended and 29 CFR, Parts 1, 3, 5, 6 and 7, which collectively represent the primary authority governing these project awards as well as 2 CFR part 200 and 2400, as amended.

All projects funded under the CDBG program must meet HUD's environmental review requirements. Some federally funded projects may also be impacted by the Federal Davis-Bacon Act, Section 3 and Lead Based Paint requirements. Award recipients will also be responsible for compliance with the Federal Labor Standards Provisions and Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards at 2 CFR part 200 (formerly known to include Circulars A-110, A-122 and A-133).

All regulations referred to in this RFP are available via the internet. Those who do not have internet access may contact DP at (410) 887-3317 to request assistance.

Please note that there are other laws, regulations and codes that are applicable to the grant awards made through this RFP. Applicants and ultimately grantees are subject to and must comply with all applicable federal, state and local laws.

Any organization that receives an award pursuant to this solicitation must agree to provide all required reports in a timely manner in the prescribed formats, to include, but not necessarily be limited to, statistical, activity and expenditure reports and Women's and Minority Business Contractor's reports, if applicable. Award recipients will also be subject to periodic monitoring by HUD and Baltimore County staff and shall also agree to acknowledge receipt of HUD resources in any publications related to the awarded project.

## IX. MINORITY/WOMEN'S BUSINESS ENTERPRISES

It is the policy of Baltimore County, Maryland that minority and women-owned business enterprises shall have the maximum opportunity to participate in the performance of contracts funded in part or in whole with federal funds. Consequently, any organization that accepts an award pursuant to this RFP must ensure that minority and women-owned business enterprises shall have the maximum opportunity to participate in the performance of contracts and sub-contracts that would be financed in whole or in part with the federal funds awarded thereunder. Under any agreement executed between the organization and the County, the organization must confirm that it will take all necessary and reasonable steps to ensure that minority and women-owned business enterprises have the maximum opportunity to be aware of, compete for and to perform under contracts with the organization. A copy of the local MBE/WBE Resource Directory, is available at <https://www.baltimorecountymd.gov/agencies/budfin/purchasing/minoritybusiness>.

Applicants may contact the Minority Business Enterprise Office at 410-887-3407 or [mwbe@baltimorecountymd.gov](mailto:mwbe@baltimorecountymd.gov).

## X. ISSUING OFFICE CONTACT

The point of contact for questions or inquiries with regard to this Request for Proposals is the issuing office contact presented below:

Kira Jeannetta, Acting Grants Administrator  
Baltimore County Department of Planning  
105 West Chesapeake Avenue, Suite 201  
Towson, Maryland 21204  
PHONE: (410) 887-2572, FAX: (410) 887-5696  
E-MAIL: [kjeannetta@baltimorecountymd.gov](mailto:kjeannetta@baltimorecountymd.gov)

Questions will be entertained until the close of business on January 15, 2021. It is generally preferred that questions be submitted in writing, either prior to or after the pre-proposal public hearing scheduled for December 17, 2020. Organizations may also request a meeting with DP staff prior to the submission of an application by calling or corresponding with the above-referenced contact at your earliest convenience and no later than January 11, 2021. Meetings will be convened between December 18, 2020 and January 15, 2021. No meetings will be held regarding this solicitation after January 15, 2021.

Any such meetings will be for informational purposes, DP will provide (a) an opinion as to whether or not a particular activity would be eligible for funding pursuant to the applicable regulations, (b) whether an activity is in line with the goals and priorities established by the County and/or (c) clarification of regulatory and technical requirements. DP cannot comment on the merit of any particular project, as the merit of all proposed projects will be evaluated by a review committee based upon applications submitted pursuant to this RFP.



## XI. APPLICATION DEADLINE, FORMAT AND PROCEDURES

Applications are due by 2:00 pm on February 2, 2021.

Applicants must be submitted in a full **electronic application** packet, PDF format, uploaded to <https://ftp.baltimorecountymd.gov>.

Detailed instructions for submission are provided below.

Failure to submit **all** required parts of the application by the 2:00 deadline may result in non-funding. An application will not be deemed to be submitted unless **all** required parts have been received. DP is under no obligation to accept applications submitted after 2:00 p.m. on February 2, 2021.

An application is considered to be three (3) Appendices:

Appendix I: Homeless Services Application Questions

Appendix II: Proposed Project Budget

Appendix III: Required Attachments in Support of Proposal

Please note that if any of the forms are missing, incomplete or lack the appropriate signatures, the application may be returned or points may be deducted.

Applications must follow the order listed in the Table of Contents and Appendices. All pages of the application must be numbered and the page numbers must be filled in on the Table of Contents.

DP will do an initial review for completeness after the applications are submitted. DP reserves the right to reject any incomplete applications or DP may, at its discretion, contact organizations for missing materials.

### **Electronic Signature Instruction:**

Each application consists of 10 pages requiring an original signature, detailed below and notes on the Table of Contents in Appendix I.

#### **Appendix I:**

1. DP Application Summary Sheet

#### **Appendix II:**

2. Baltimore County MD Application for Financial Assistance (AFA) (2 pages)

#### **Appendix III:**

3. Certification of Resolution by Board
4. Certification Regarding Lobbying
5. Certification of Alcohol and Drug Free Workplace
6. Certification of Non-Discrimination
7. Certification of Affirmative Fair Housing Marketing
8. Audit Certification of Compliance
9. Declaration of Conflict of Interest

## 10. Grant Affidavit

To be considered an original signature to be included in the full pdf submission organizations have two options.

**Option ONE:** Print the page that is requiring signature. Sign a hard copy in BLUE ink where indicated. Scan (in color) the signature page insert this page in the full PDF submission, as instructed.

**Option TWO:** Sign by electronic signature. The electronic signature should show evidence of the signer's intent to execute/accept. An example of intent would be having the signer take confirmatory action, like typing their name or drawing their signature using a mouse or touchscreen.

The grant application and all forms must be signed by the officer or director of the corporation authorized to sign such documents.

If the application and the other forms are signed by anyone other than the individual(s) so authorized, the organization must submit a resolution evidencing that the Board delegated authority to another individual to enter into a binding legal agreement on behalf of the organization.

### **Electronic Submission Instructions:**

One (1) complete application (Table of Contents, Appendix I: Application Questions, Appendix II: Proposed Budget and Appendix III: Required Attachments in Support of Proposal) must be submitted in PDF format. *(Do not include the instruction pages.)*

The filename for your electronic application must follow the naming convention below:

FY2022 HS Ap O1 [Name of Organization] [Project Title]

Example: FY2022 HS Ap O1 Happy Harvest Apple Pickers Project

Name of Organization and Project Title may be abbreviated.

The PDF file should be uploaded to the following secure site: <https://ftp.baltimorecountymd.gov>.

You will be required to enter a Username and Password prior to upload.

If you intend to submit an application, you must request the Username and Password by **3:00 p.m. on Friday, January 15, 2021** by emailing the Grants Management Associate, Collen Nevy, ([cnevy@baltimorecountymd.gov](mailto:cnevy@baltimorecountymd.gov)) with your contact name and call back number.

Usernames and passwords will not be transmitted via email, may not be shared and must be held securely once provided.

Your login credentials will allow you to upload your documents to the secure site. Only authorized County staff will be able to download and open the files.

Organizations may choose, additionally, to password protect the uploaded application. If your organization chooses this option, you will be required to provide the password verbally to a member of the Grants team prior to uploading your application.

A request for an exemption to the Electronic Application requirement and permission to submit the full application in hard copy must be submitted in writing to Kira Jeannetta, Acting Grants Administrator, via email ([kjeannetta@baltimorecountymd.gov](mailto:kjeannetta@baltimorecountymd.gov)) no later than **3:00 p.m. on Friday, January 15, 2021**, and must include the reason for requesting an exemption.

## **XII. SCORING OF PROPOSALS**

A. Each proposal will be evaluated by a review panel.

B. The criteria that will be used to score the applicant's submission shall be as follows:

- Project Synopsis (10%)
- Vision, Problem to Be Addressed (5%)
- Project Description (30%)
- Capacity to Manage Project (20%)
- Collaboration (15%)
- Financial Management of Project, proposed cost, accuracy of budget (20%)

C. An application must receive an average score of at least 70 in order for the proposal to be recommended for inclusion in the Annual Action Plan and considered for award. Applicants may be required to clarify their proposals by making individual presentations to the review committee. Evaluation and scoring of applications will be based on both the narrative section of the application and the budget, and not just cost. Decisions as to which proposals are to be included in the Annual Action Plan and recommended for award will be at the discretion of DP with advice from a proposal review committee.

### XIII. CALENDAR

December 3, 2020	Notice of Public Hearing and Funding Availability Issued in Baltimore Sun.
<i>On or before</i> December 7, 2020	RFP available on website.
December 7, 2020	Public Hearing, 9:30 a.m. Pre-Bid Conferences directly following.
December 18, 2020 - January 15, 2021*	Questions, preferably written, entertained. Optional individual meetings convened. <i>*Last day to request a meeting: January 11, 2021.</i>
January 15, 2021	Requests for Username and Password to permit electronic submission to the secure file transfer site (or Request for an exemption to electronic submission requirement) must be requested by 3:00 p.m. <i>Remember usernames and passwords will not be sent via email.</i>
February 2, 2021	Applications in all required formats (electronic and hard copies, as detailed in instructions) are <b>due at 2:00 p.m.</b>
February 3, 2021– March 2021	Proposals evaluated by staff and by review committees.
March 2021	Recommendations determined by DP. Recommendations to County Grants Review Committee.
March 2021 – May 2021	Grants Review Committee review period.
April 15, 2021 – May 15, 2021	Annual Action Plan posted followed by 30-day comment period. Public hearing held during the 30-day comment period.
May 18, 2021	Annual Action Plan submitted to HUD for approval.
June 2021	Grant agreements processed and executed.
July 1, 2021	New grant year begins. Mandatory Grantee Orientation in July/August.

#### XIV. INSTRUCTIONS FOR COMPLETING RFP BUDGET REQUEST

To complete your RFP Budget Proposal, you must download and use the Excel workbook which is posted at:

<http://www.baltimorecountymd.gov/Agencies/planning/grants/grantapplication.html>

You must use the forms provided in the Excel workbook, *unless noted otherwise*.

Throughout the Excel workbook, attention should be given to all light blue cells as they are the locations where you should be inputting information on your project and organization. Many cells are formulas that calculate based off of your information you input.

##### I. Budget Summary Page (Titled: “RFP Budget Request”)

- A. Provide all requested organization information on top of the page.
- B. In the column labeled “Planning Funds”, provide the amount being requested for this project from BCDP for each applicable line item. Total the column. The amount that appears on the “Total” line for that column must agree with the amount of funding requested on the BCDP Application for Funding for this project.
- C. In the column labeled “Other Funds”, please provide the amount of funding that other fund sources will provide to support this project for the budget year, by line item. Total this column.
- D. In the column labeled “In-kind”, provide the amount of In-kind support that will be received for this project, by line item. In-kind contributions may come from the applicant organization or from other sources. In-kind contributions are contributions that are not received in cash. To be acknowledged as In-kind contributions, they must have cash value and they must be auditable. For example, if space is provided to the applicant organization for providing a program at a school building and there normally would be a charge for the use of that space, the amount of the In-kind contributions would be the amount that would normally be charged. If space is being provided that is owned by the applicant organization, the In-kind contribution would be the fair market value for rent of the space.
- E. The Salary line item should not include fringe costs. The fringe costs, which should be included in the fringe line, are payroll taxes and payroll-related benefits such as health insurance, retirement etc.
- F. If there are line item expenses anticipated that are not captured on the list of approved line items included on the Budget Summary Page, include the aggregated total of those expenses in the “Other” line item.
- G. Total each row and column. The budget should be calculated in the provided Budget Excel spreadsheet to avoid mathematical errors. Column and row totals must be mathematically accurate. Please use (rounded) whole dollar amounts only.

##### II. Itemizations of “Other” Costs

A. On this schedule, itemize what was aggregated in the “Other” line on the Budget Summary page. In the appropriate column, identify how much of each item expense is requested from BCDP, how much is coming from “Other Funds” sources, how much is being contributed “In-kind” and the total for each itemized line.

B. The total for each column should match the corresponding column on the Budget Summary page.

### **III. Salary Schedule**

A. For every position for which there is effort on the project, list the position. Do not aggregate functions or positions. Meaning, if there are two or more of any position serving the same purpose for the project, list them as separate entities on the Salary Schedule. For contingency staff, footnote and detail on the bottom of the salary schedule or on an additional page how the budgeted amount was calculated. Include in the budget justification how and in what circumstances contingency staff will be used.

B. For every position that is occupied at the time of submission, in the column labeled “Name of Incumbent”, provide the name of the person occupying the position. If an existing position is vacant at the time of application, type “Vacant” in the cell in lieu of a name. If a new position is being created or proposed, type “New” in lieu of a name.

C. In the column labeled “Rate per Hour” provide the exact dollar amount that the position will be reimbursed for per hour.

D. In the column labeled “Planning Hours\*: DP Request” list the number of hours per fiscal year that would be charged to BCDP for this project. For example, a full time (40 hours per week,)on project, fully funded employee would be work 40 hours x 52 weeks = 2080 hours per the requested fiscal year. The salary dollar value will calculate based on the number of hours you input, and the rate per hour stated for the position.

E. For hours that are worked on the project, but not being requested for reimbursement from the BCDP, place in the appropriate “Other Funds” or “In-kind” Non-Planning Hours columns. The total DP Request, Other and In-kind hours should reflect the total number of hours that position is expected to work on that project in the budgeted fiscal year. Once again, the salary dollar value for “Other” and “In-kind” will calculate based on the number of hours you input, and the rate per hour stated for the position.

F. If a position/employee works on additional projects or grant funded activities for your organization, but outside the scope of this RFP and project, those respective hours should not be reflected on this salary schedule.

G. Do not include Fringe benefits in salary costs.

H. In your budget justification, you are expected to describe in detail how the total # of hours per position will be distributed on a week-week (or month to month basis) for each requested funded position. For example, if you are requesting 1040 hours for a “Half-Time” position, is this a position that will be worked 20 hours a week for the entire fiscal year, or a

position that is scheduled to work 40 hours a week for only half the year to fulfill the scope of the project.

I. The amount totaled for each Salary column (BCDP Request, Other, In-kind, Total) must match the amount requested for the Salaries line item on the Budget Summary Page.

#### **IV. Schedule of Equipment Costs**

A. This schedule must include only equipment that would be purchased with the funding requested from BCDP. Do not include equipment that will be purchased with other sources nor equipment that will be rented.

B. On the first line, total the aggregated amount of all miscellaneous equipment expected to be purchased costing under \$500 for each individual item. This total may exceed \$500 in aggregate.

C. On the lines below, individually itemize and describe any equipment expected to be purchased with BCDP planning funds that costs over \$500 per item.

D. The Total aggregate amount must match the Total under the "BCDP Request" column on the Budget Summary page.

#### **V. Anticipated Sources of Funds**

A. This page indicates the amount the organization expects to receive from BCDP, Other fund sources and In-kind contributions for the specific project and budget year. This page is for the sources of all funding related to the project, not a repeat of the expected use of funds.

B. Section A, indicate the amount requested from BCDP for this project. This line must agree with the Total line of the "BCDP Request" column on the Budget Summary page.

C. Section B, indicate the sources and amounts expected to be utilized for all "Other funds" for this project. This is not a repeat of the Line Items that are being funded by "Other funds" on the Budget Summary page. The total of all "Other funds" sources must match the Total under the "Other Funds" column on the Budget Summary Page.

D. Section C, Itemize and describe all expected In-kind contributions for this project for the requested fiscal year. Once again, this is not a repeat of the Line Items that are receiving In-kind contributions, but an itemized list of the sources of those contributions. The total of all "In-kind Contributions" must match the Total under the "In-kind" column on the Budget Summary Page.

E. Finally, the Total of Section A + B + C on the final line of this page must match the Total Project Budget Column on the Budget Summary Page.

#### **VI. Ability to Leverage Other Resources Worksheet**

Indicate items and sources that constitute additional funds for the organization in the corresponding columns. Assign a value along with In-kind or cash in the appropriate columns. Use additional lines and pages if necessary. This page should be a more detailed version of the Anticipated Sources of Funds

Page and should serve as a standalone document on the sources and uses of all leveraged funds on the project. (Examples of leveraged funds include grants from other fund sources, volunteer labor, donations of needed goods, office supplies, canned goods, curtains, beds, books, etc.) Calculate the total value for items reported. This amount must agree with the total of Section B (All other Sources) and Section C (In-kind Contributions) of the Anticipated Sources of Funds Page.

## **VII. Budget Justification**

Every budget request **must** include a budget justification for items to be paid for using awarded funds. Your Budget justification shall include the sources and the amount of leverage that is anticipated in this project.

In addition the information that is provided on the previous Budget schedules, attach a budget justification providing a justification for each line item requested on the budget. Please note that the Budget Justification does not have a corresponding worksheet. Your organization must create the Budget Justification according to the following instructions.

- A. Salaries – For all salaries and positions requested a justification would include:
  - i. A detailed description for each requested position. A position description should include the job functions as specifically related to the delivery of the project.
  - ii. For currently occupied positions, the current name and qualifications of the incumbent person in that respective position should be described.
  - iii. For vacant positions, a detailed description of the expected job qualifications of candidates for that position should be described.
  - iv. An explanation of the number of hours requested for that position for the project, and a detailed description of the work schedule expected to fulfill the requested hours. For example, if you are requesting 1040 hours for a position, you must indicated whether this position is year round at 20 hours a week for 52 weeks or for half the year at full time (40 hours x 26 weeks).
  - v. If a position is split funded between requested funds from the Department of Planning and Other or In-kind sources (while on the same project), a description of what funds will be supporting non BCDP hours is essential.
  - vi. If a position is split between multiple projects, a description of other non-project duties this position (and the number of hours obligated to other projects) is essential.
  - vii. Whether this position receives fringe benefits, time off or other benefits as a result of their employment on this project.
- B. Fringe – Indicate what percentage or calculation was used for expected fringe costs, what fringe benefits employees on project are entitled to and what positions receive fringe benefits. Previous years totals may be used as justification for the calculation of fringe benefits.
- C. Purchases – For all purchases an expected justification would include:



- i. An itemization of what is expected to be purchased
  - ii. A purpose and justification for each item
  - iii. The Amount requested for each item and how it “rolls-up” into the aggregate requested amount
  - iv. A detailed explanation (with shown math) on how the total line item request was calculated, including the number of units to be purchased and expected unit costs. For example, for office supplies, the cost may be an estimate based on historical costs (previous year 100 pens were purchased at \$1.00 per pen = \$100) or as a cost per employee.
- D. Services – For all service and contractual arrangements an expected justification would include:
  - i. Detailed information on any entities that the organization will be entered into contractual arrangements and the details of those contracts in respect to the services delivered and cost.
  - ii. A purpose and justification for each service
  - iii. A detailed explanation (with shown math) on how the total of services rolls-up into the aggregate requested amount. For example if you have entered into a contract for accounting services that are \$200 per month for x number of hours of work, you would need to show how  $\$200 \text{ per month} \times 12 \text{ month} = \$2,400 \text{ per year}$ . Additionally, all totals should aggregate to match what was requested from BCDP.
- E. All requested Budget Line Items must have some form of justification that explicitly describes how the total amount requested on the Budget Summary page was calculated.
- F. If your organization intends to request indirect costs as a line item, you must submit a detailed cost allocation plan that lists the costs to be charged, the total annual allocation for each line item, the amount charged to other grants or agreements, and the percentage to be charged to DP for this project. As established by the Federal Office of Management and Budget, indirect costs are those incurred for general organizational overhead expenses that do not relate solely to any single activity, such as the salaries and expenses of executive officers, personnel administration and accounting as well as depreciation or use allowances on buildings and equipment and the costs of operating and maintaining facilities. Costs directly related to delivery of a particular grant-funded activity such as personnel and operating costs should be charged as direct line item costs in the budget. If your organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA), please include this information in your cost allocation plan.
- G. If the Budget anticipates sources of funding other than the funding that is requested from BCDP, for each other fund source please indicated if the funding is committed or pending approval.

## **VIII. Organization’s Current and Projected Annual Budget**

A. In a format designed by the applicant, attach a copy of the organization's **current full agency-wide budget** showing all revenues and line item expenses for the organization. This current full agency-wide budget should cover all programs operated by the organization, not just the project budget being requested in this proposal.

B. In a format designed by the applicant, attach a copy of the organization's **projected full agency-wide budget** showing all revenues and line item expenses for the organization. This projected full agency-wide budget should cover all programs operated by the organization, not just the project budget being requested in this proposal. The projected budget may include revenue that the organization anticipates requesting and receiving in the next year. If your projected full agency-wide budget has not yet been accepted/approved, you must still attach a draft version (and mark it as a "draft").

**IX. Baltimore County Application for Financial Assistance (AFA)**

Attach the two page Application for Financial Assistance. Pay particular attention to Question 6 to make certain that this table is consistent with all information included in your Project Budget. If you reference attachments on your AFA, you must attach the referenced documents in Appendix III, in line with the Table of Contents.